

PART	CHAPTER	PAGE	DATE
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# RECORDS RETENTION AND DISPOSITION SCHEDULE

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## ALL ARIZONA COUNTIES

Function:

## Emergency Services / Management

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Contract files: a. Construction / real estate b. Goods and services c. Personal services		-	-	3 6 6	After disposal of asset (retain a minimum of three years) After expired, canceled or revoked After expired, canceled or revoked
2	Disaster assistance files		-	-	3	After year of final payment
3	Disaster response plans: a. Official copy b. Non-records copies		-	-	Perm -	Preserve pursuant to A.R.S. §39-101 Dispose of after latest revision published <b>Send one copy of plan to ASLAPR, Research Division.</b>
4	FEMA (Federal Emergency Management Agency) grant files		-	-	3	After fiscal year of final payment. Refer to specific requirements of the grant.

Supersedes Schedule Dated:  
March 11, 1999

Approved by:

X

*Glenn L. McCall*  
Director, Arizona State Library, Archives and Public Records

Approval Date:

NOV 5 2001